EPA

REORGANIZATION DECISION MEMORANDUM

*The decision memorandum must be completed, **signed by the Assistant Administrator/ Regional Administrator,** submitted to Troy Boxton, Office of Human Resources, Policy, Planning and Training Division and the designated HR Shared Service Center Representative via **email and hardcopy** for review. If there are questions regarding this form, please refer to the agency's reorganization website for additional information at:*
http://intranet.epa.gov/ohr/programs/reorg/steps.htm

NOTE: Signing of this memorandum prior to stakeholder reviews does not confirm that the AA/RA agrees to any comments received pending final stakeholder comments.

MEMORANDUM

DATE: 2/2/2018

SUBJECT: REORGANIZATION DECISION MEMORANDUM – **Office of Water, Office of Science and Technology, Engineering and Analysis Division**

FROM: Deborah G. Nagle, Acting Director, OST

TO: David P Ross, Assistant Administrator, OW

This memorandum requests your approval of the proposed reorganization of the Office of Water, Office of Science and Technology, Engineering and Analysis Division (EAD). Once the attached reorganization package is approved, it will be sent to the Office of Human Resources to begin the Agency review process. It is anticipated that the review will take 90 days or less.

NEED

The Engineering and Analysis Division is creating Water Economics Center to consolidate economics knowledge in the Office of Water.

PROPOSAL

The proposed reorganization only affects EAD: two current branches will remain, and Water Economics Center will be added as a third organizational unit. Engineering and Analytical Support Branch (EASB) and Technology and Analytical Support Branch (TASB) will retain all of their current functions with an exception of economic analysis, which will be transferred to the Water Economics Center. The Water Economics Center will improve the efficiency and quality of economics analyses by affording staff members greater cohesion and reducing

inefficiencies associated with economic analysis being performed independently by each office/Division.

REVIEW AND ANALYSIS

Management has engaged and consulted with the Office of Human Resources and the Shared Service Center in development of this reorganization package. Both impacted unions (AFGE, NTEU) have been invited to participate in all discussions with staff and have received all materials distributed to staff. EAD staff have been kept up to date through All Hands meetings, emails, and updates at regular branch meetings. We are planning to communicate with the Regions, Federal Partners and program offices and grantees.

EAD is gaining one supervisory position, slightly decreasing the supervisor-to-staff ratio for the Office. There are no proposed physical movement or organizational realignment of staff associated with this organizational change. Several of the economist positions will be competed as lateral reassignments on TalentHub, allowing staff economists in the Office of Water to voluntarily join the Center. If selections are made from the TalentHub announcements, three of the vacant positions would be filled through reassignments and may result in physical moves after the reorganization. There are no budgetary impacts to this reorganization.

The EAD reorganization will improve technical knowledge base in OW, both through knowledge sharing and recruitment of highly trained economists. It will also decrease Agency's reliance on contractors to perform economics work, and thus would allow for greater adaptability, efficiency and cost-effectiveness.

RECOMMENDATION

I have received notice from the Office of Administration and Resources Management's Office of Human Resources that all comments have been satisfactorily resolved and the proposal is ready for approval.

Approved: _____
David P Ross, Assistant Administrator, OW

Date: 2/13/18

Attachments:

Reorganization Proposal Form
Staffing Crosswalk Form
Current Functional Statement
Proposed Functional Statement
Current Organizational Chart
Proposed Organizational Chart
EPA Organization Code Change Request Form

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REORGANIZATION PROPOSAL

The Reorganization Proposal form must be completed, ***signed by your Assistant Administrator/Regional Administrator,*** *and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via* ***email and hardcopy*** *for review. Please complete this form in its entirety and submit with all required documents and approvals. forms are available at http://intranet.epa.gov/ohr/programs/reorg/start.htm.* ***If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.***

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

   The proposed organizational change creates the Water Economics Center within the Engineering and Analysis Division in the Office of Science and Technology, Office of Water. The Water Economics Center would centralize economics knowledge and provide support to the entire Office of Water. As a result of the creation of the Water Economics Center, OW would benefit from coordinated economic analysis across OW, enhanced breadth and depth of economics expertise, improved EPA processes and tools, and enhanced benefit cost analysis.

2. Describe the title(s) of the unit(s) affected.

   Water Economics Center, Engineering and Analysis Division.

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

   The change will consolidate water economics expertise in OW, improve efficiency and effectiveness of economic analyses within OW and address analytical needs that have not been met.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

   Reorganization is supported at the Program Office and AA levels. Management has engaged and consulted with the Office of Human Resources and the Shared Service Center in development of this reorganization package. Both impacted unions (AFGE, NTEU) have been invited to participate in all discussions with staff and have received all materials distributed to staff. Division staff have been kept up to date through All Hands meetings, emails, and updates at regular branch meetings.

5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

   The proposed organizational change would improve the technical knowledge base in OW, both through knowledge sharing and recruitment of highly trained economists. It would also decrease the Agency's reliance on contractors to perform economics work, and thus would allow for greater adaptability, efficiency and cost-effectiveness. Finally, creation of the

Water Economics Center would also improve the quality of economics analyses by affording staff members greater cohesion and reducing inefficiencies associated with economic analysis being performed independently by each office/Division.

6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

   There is no impact between AA/RA offices. The impact between offices within the AAship includes the reassignment of economics work within the Office of Water, and potential staff reassignments of economists throughout OW.

B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☐ No ☒ Yes

   The impact on supervisor-to-staff ratio at the AAship level will be minimal. The supervisor to employee ratio is increasing by <0.2.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

   If yes, please explain.

   The proposed reorganization establishes an Economics Center that will be a new functional unit within the Engineering and Analysis Division.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes

   If yes, please explain.

C. ADMINISTRATIVE ISSUES *(Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)*

1. Will there be any physical moves of staff? ☐ No ☒ Yes

   If yes, please explain.

   If selections are made from the TalentHub announcements, three of the vacant positions would be filled through reassignments and may result in physical moves after the reorganization.

2. Will new space be required? ☒ No ☐ Yes

   If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

   If yes, please explain.

4. Will there be any budgetary impacts? **If yes, please explain in detail.** ☒ No ☐ Yes

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes

EPA	REORGANIZATION PROPOSAL

If yes, please explain and attach the directive affected.

E. **ATTACHMENTS** *(Use the forms provided)*

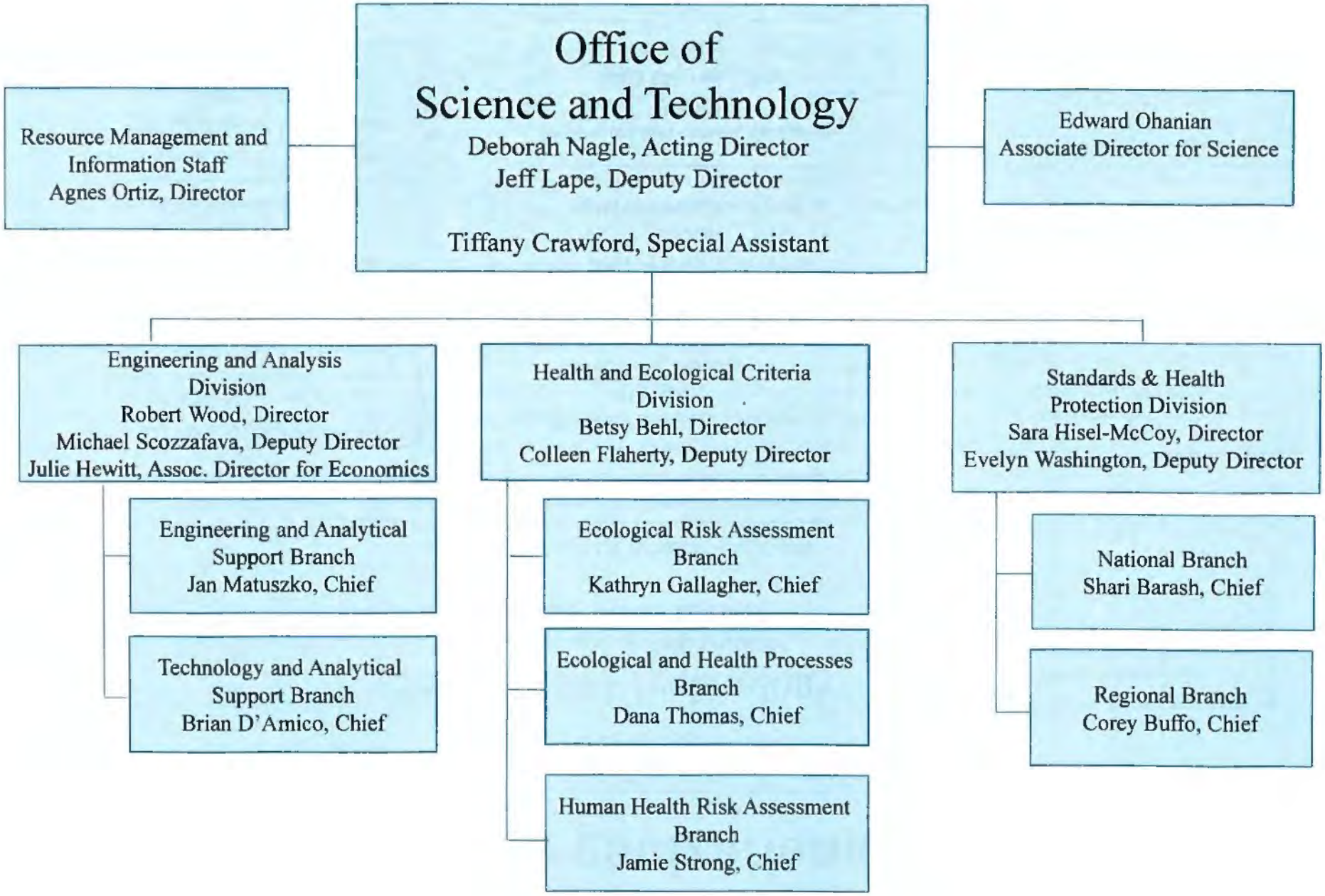
1. Staffing Plan Crosswalk (*Use Staffing Plan Template*). Contact your servicing HR SSC for information *(Do not include social security numbers)*.
2. Current Organizational Chart.
3. Proposed Organizational Chart (*Must include all organization levels*).
4. Current Functional Statement.
5. Proposed Functional Statement (*Must include all reporting levels*).

Assistant Administrator/Regional Administrator Approval	
Name: David P. Ross	**Title:** Assistant Administrator, OW
Signature: [signature]	**Date:** 2/13/18
Human Resources Office/Program Management Office Reviewed	
Name: Alfredo Torrez	**Title:** Program Management Officer
Signature: [signature] for	**Date:** 2/2/18
Human Resources Shared Service Center Approval (Certifies Receipt of this Package)	
Name:	**Title:**
Signature:	**Date:**

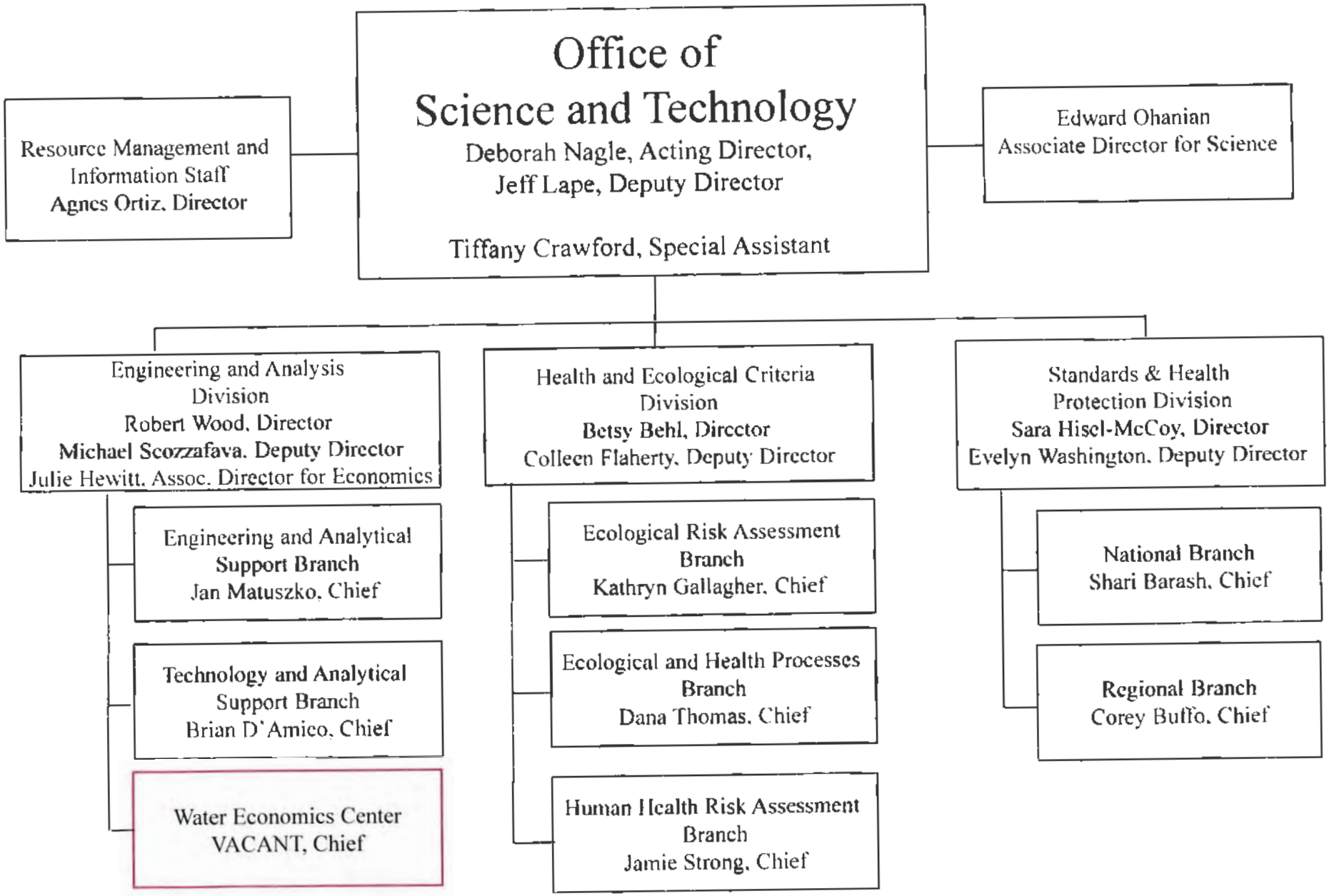
Contact Information:

Troy Boxton, Management Analyst
Office of Administration and Resources Management
Office of Human Resources
Policy, Planning and Training Division
Workforce Planning Branch
1200 Pennsylvania Avenue, N.W.
Room 1419 WJC East MC-3600A
Washington, D.C. 20460
Office: (202) 564-7419
Fax: (202) 564-1928
boxton.troy@epa.gov

Current Organizational Chart



Proposed Organizational Chart



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CURRENT FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

DIVISION: The Engineering and Analysis Division
OFFICE: Office of Science and Technology
HEADQUARTERS OR REGIONAL OFFICE: Office of Water

ORGANIZATION HEAD: Director of the Engineering and Analysis Division

REPORTS TO: The Director of the Office of Science and Technology

FUNCTIONS:
The Engineering and Analysis Division is a matrix managed organization that consists of two branches that contain approximately the same number of individuals with similar mixes of skills and disciplines, and a smaller immediate office. EAD performs the following functions:

•Develop, propose, and promulgate technology-based regulations under the Clean Water Act to establish national technology-based pollution control standards governing direct and indirect discharges of pollutants to waters of the United States, reduce water pollution, and improve water quality. The regulations consist primarily of effluent limitations guidelines and standards, cooling water intake structure standards, and laboratory test procedures to analyze pollutants;
•Support other Clean and Safe Water objectives by providing analysis and expertise to other program offices within OW and OECA;
•Assess cost, and performance of pollution control technologies;
•Identify engineering solutions to wastewater problems beyond those from industrial sources, including municipal sources, vessels, non-point sources, stormwater, and agricultural processes;
•Improve the science behind environmental measurements through statistical and other quantitative analysis and through innovations in analytical methods;
•Support Office of Water rulemakings and policies by developing methodologies and supporting economic analyses, including the analysis and monetization of benefits. Sets and maintains policies for conducting economic analyses to the benefit of the national water program. This also includes conducting research in coordination with ORD and OP on improvements to the methodologies for these analyses.

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PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

DIVISION: The Engineering and Analysis Division
OFFICE: Office of Science and Technology
HEADQUARTERS OR REGIONAL OFFICE: Office of Water

ORGANIZATION HEAD: Director of the Engineering and Analysis Division

REPORTS TO: The Director of the Office of Science and Technology

FUNCTIONS:
The Engineering and Analysis Division is a matrix managed organization that consists of two branches, an immediate office and the Water Economics Center. The two branches contain approximately the same number of individuals with similar mixes of skills and disciplines. EAD performs the following functions:

•Develop, propose, and promulgate technology-based regulations under the Clean Water Act to establish national technology-based pollution control standards governing direct and indirect discharges of pollutants to waters of the United States, reduce water pollution, and improve water quality. The regulations consist primarily of effluent limitations guidelines and standards, cooling water intake structure standards, and laboratory test procedures to analyze pollutants;
•Support other Clean and Safe Water objectives by providing analysis and expertise to other program offices within OW and OECA;
•Assess cost, and performance of pollution control technologies;
•Identify engineering solutions to wastewater problems beyond those from industrial sources, including municipal sources, vessels, non-point sources, stormwater, and agricultural processes;
•Improve the science behind environmental measurements through statistical and other quantitative analysis and through innovations in analytical methods;
•Support Office of Water rulemakings and policies by developing methodologies and supporting economic analyses, including the analysis and monetization of benefits. Sets and maintains policies for conducting economic analyses to the benefit of the national water program. This also includes conducting research in coordination with ORD and OP on improvements to the methodologies for these analyses.

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PROPOSED FUNCTIONAL STATEMENT

Please enter information directly into this template using Times New Roman, 12 pt. Font

BRANCH: **The Water Economics Center**
DIVISION: The Engineering and Analysis Division
OFFICE: Office of Science and Technology
HEADQUARTERS OR REGIONAL OFFICE: Office of Water

ORGANIZATION HEAD: Director of the Economics Center

REPORTS TO: The Director of the Engineering and Analysis Division

FUNCTIONS:
The Water Economics Center performs the following functions:

- Supports all Office of Water rulemakings and policies by developing methodologies and supporting economic analyses, including the analysis and monetization of benefits;
- Sets and maintains policies for conducting economic analyses to the benefit of the national water program;
- Conducts research in collaboration with the Office of Research and Development and the Office of Policy on improvements to the methodologies for these analyses;
- Directs and evaluates projects of the economists throughout OW and strategically advances research to support our public health and ecological work.

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PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

BRANCH: The Technology and Analytical Support Branch
DIVISION: The Engineering and Analysis Division
OFFICE: Office of Science and Technology
HEADQUARTERS OR REGIONAL OFFICE: Office of Water

ORGANIZATION HEAD: Chief of the Technology and Analytical Support Branch

REPORTS TO: The Director of the Engineering and Analysis Division

FUNCTIONS:
The Engineering and Analysis Division is a matrix managed organization that consists of two branches, an immediate office and the Water Economics Center. The two branches contain approximately the same number of individuals with similar mixes of skills and disciplines. The TASB performs an equal share of the following EAD functions:

•Develop, propose, and promulgate technology-based regulations under the Clean Water Act to establish national technology-based pollution control standards governing direct and indirect discharges of pollutants to waters of the United States, reduce water pollution, and improve water quality. The regulations consist primarily of effluent limitations guidelines and standards, cooling water intake structure standards, and laboratory test procedures to analyze pollutants;
•Support other Clean and Safe Water objectives by providing analysis and expertise to other program offices within OW and OECA;
•Assess cost, and performance of pollution control technologies;
•Identify engineering solutions to wastewater problems beyond those from industrial sources, including municipal sources, vessels, non-point sources, stormwater, and agricultural processes;
•Improve the science behind environmental measurements through statistical and other quantitative analysis and through innovations in analytical methods.

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PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

BRANCH: The Engineering and Analytical Support Branch
DIVISION: The Engineering and Analysis Division
OFFICE: Office of Science and Technology
HEADQUARTERS OR REGIONAL OFFICE: Office of Water

ORGANIZATION HEAD: Chief of the Engineering and Analytical Support Branch

REPORTS TO: The Director of the Engineering and Analysis Division

FUNCTIONS:
The Engineering and Analysis Division is a matrix managed organization that consists of two branches, an immediate office and the Water Economics Center. The two branches contain approximately the same number of individuals with similar mixes of skills and disciplines. The EASB performs an equal share of the following EAD functions:

•Develop, propose, and promulgate technology-based regulations under the Clean Water Act to establish national technology-based pollution control standards governing direct and indirect discharges of pollutants to waters of the United States, reduce water pollution, and improve water quality. The regulations consist primarily of effluent limitations guidelines and standards, cooling water intake structure standards, and laboratory test procedures to analyze pollutants;
•Support other Clean and Safe Water objectives by providing analysis and expertise to other program offices within OW and OECA;
•Assess cost, and performance of pollution control technologies;
•Identify engineering solutions to wastewater problems beyond those from industrial sources, including municipal sources, vessels, non-point sources, stormwater, and agricultural processes;
•Improve the science behind environmental measurements through statistical and other quantitative analysis and through innovations in analytical methods;

STAFFING PLAN CROSSWALK FORM

ORGANIZATION NAME: Office of Water, Office of Science and Technology, Engineering and Analysis Division

NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.

PROPOSED: IMMEDIATE OFFICE - JBA00000 (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Employee Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
JBA00000	EAD IO	Robert Wood	Director, Engineering and Analysis Division ES-0340-00		8349	NC	
JBA00000	EAD IO	Julie Hewitt	Economist, GS-0110-15		7059	NC	
JBA00000	EAD IO	Lynn Zipf	Senior Adviser, GS-0028-15		21582	NC	
JBA00000	EAD IO	Michael Scozzafava	Management and Program Analyst, GS-0343-15		23804	NC	

PROPOSED: TECHNOLOGY AND ANALYTICAL SUPPORT BRANCH - JBAA00000 (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change	(H) Notes
JBAA0000	TAS	Brian D'Amico		**Interdisciplinary Supervisor, GS-0110/0401/0801/1301-15**	25023	NC	
JBAA0000	TAS	Ghulam Ali	Economist, GS-110-13		7555	NC	
JBAA0000	TAS	Ashley Allen	Biologist, GS-0401-14		2136	NC	

JBAA0000	TAS	Thomas Born	Environmental Protection Specialist, GS-0028-14		20249	NC	
JBAA0000	TAS	James Covington	Economist, GS-110-14		9315	NC	
JBAA0000	TAS	Phillip Flanders	Environmental Engineer, GS-0819-13		25847	NC	
JBAA0000	TAS	Adrian Hanley	Chemist, GS-1320-14		31063	NC	
JBAA0000	TAS	Wendy Hoffman	Economist, GS-0110-13		3162	NC	
JBAA0000	TAS	Samantha Lewis	Chemical Engineer, GS-0893-14		7086	NC	
JBAA0000	TAS	Jesse Pritts	Environmental Engineer, GS-0819-14		6236	NC	
JBAA0000	TAS	Brian Schnitker	Mathematical Statistician, GS-1529-12		2332661	NC	
JBAA0000	TAS	Paul Shriner	Chemical Engineer, GS-0893-14		7306	NC	
JBAA0000	TAS	Anthony Tripp	Environmental Engineer, GS-0819-13		2333294	NC	
JBAA0000	TAS	Lemuel Walker, Jr.	Environmental Scientist, GS-1301-13		25620	NC	
JBAA0000	TAS	VACANT	Chemist, GS-1320-12				

PROPOSED: ENGINEERING AND ANALYTICAL SUPPORT BRANCH - JBAB00000 (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
JBAB0000	EAS	Jan Matuszko	Supervisory Environmental Protection Specialist, GS-0028-15	Interdisciplinary Supervisor, GS-0401/0819/0893/1301-15	13698	R	Proposed change in series from Environmental Protection Specialist to Supervisory Chemical Engineer.

JBAB0000	EAS	Jezebele Alicea-Virella	Environmental Engineer, GS-0819-13		28616	NC	
JBAB0000	EAS	Todd Doley	Environmental Protection Specialist, GS-0028-14	Economist, GS-0110-14	24983	R	New updated position description.
JBAB0000	EAS	Meghan Hessenauer	Physical Scientist, GS-1301-13		23905	NC	
JBAB0000	EAS	Ronald Jordan	Environmental Engineer, GS-0819-15		16848	NC	
JBAB0000	EAS	Marion Kelly	Environmental Protection Specialist, GS-0028-14		5718	NC	
JBAB0000	EAS	Karen Milam	Environmental Protection Specialist, GS-0028-14		29368	NC	
JBAB0000	EAS	M Ahmar Siddiqui	Chemical Engineer, GS-0893-13		11515	NC	
JBAB0000	EAS	Eric Strassler	Environmental Protection Specialist, GS-0028-14		4996	NC	
JBAB0000	EAS	**VACANT**	Biologist, GS-0401-15			NC	
JBAB0000	EAS	**VACANT**	Biologist, GS-0401-13			NC	
JBAB0000	EAS	**VACANT**	Interdisciplinary Engineer			NC	

PROPOSED: WATER ECONOMICS CENTER (JBAC0000), (NEW)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
		VACANT	**Supervisory Economist, GS-0110-15**				**New position to be recruited (potentially external to OW).**
		VACANT*	**Economist, GS-0110-14**				**New position to be recruited (internal to OW).**

		VACANT*	Economist, GS-0110-14				New position to be recruited (internal to OW).
		VACANT*	Economist, GS-0110-13				New position to be recruited (internal to OW).
		VACANT	Economist, GS-0110-13				New position to be recruited (potentially external to OW).
		VACANT	Economist, GS-0110-13				New position to be recruited (potentially external to OW).

EPA ORGANIZATION CODE CHANGE REQUEST FORM

(11/2015 Edition)

Proposed Effective Date:

REGION/AASHIP: OW

Instructions: Please complete the Organization code change form and forward it as part of the final reorganization package (without the examples). All requested changes will be reviewe by the agency's reorganization team for conformity with system code change procedures. Failure to provide this information may delay processing of this request. There must one line for each Type of Change. Deleted organizations will be inactivated and the Current Organization Name and Organization Code needs to be provided. New organizations start at Type of Chan with "New Organization" and fill in the rest to the right. Please provide the City and State, "Duty Location" of the new organization. When Renaming organizations, if it changes in the organizational level then that organization can not be changed. It needs to be listed as a Delete and a New Organization created with the new name. Renamings stay at the same level in th organization heirarchy.

CURRENT ORGANIZATION NAME[1]	CURRENT ORG CODE[2]	TYPE OF CHANGE (click on the cell drop down for change type)	NEW ORGANIZATION NAME[1]	NEW ORG CODE[2] (optional)	New Org CITY	New Org STATE
EXAMPLE:		New Organization	Water Economics Center	JBAC0000	Washington	DC
NOTE:						
1 Organization Name is a 37 characters field. If the new description is longer than that it will be abbreviated						
2 Organization Code is a 8 character field in Alpha/Numberic format						
RED - Delete Org, BLUE - Rename Org, GREEN - New Org						